

Chief, Management Staff

1 February 1957

Chief, Records Management Staff

Weekly Report - Week Ending 30 January 1957

1. Contributions

- a. A requisition for 40 non-standard correspondence cabinets costing \$2,400 was canceled and the needs of the requester will be supplied from stock and from excess cabinets which will be returned to stock as a result of installation of shelf filing in the Biographic Register.
- b. Arrangements have been made to substitute less expensive and non-safe filing equipment in the Vital Materials Repository for 27 safe cabinets now used. This will result in a net savings of approximately \$7,000 in equipment and provide an increase of approximately 30 per cent in filing space.
- c. Five new and revised forms completed.
- d. Ten Agency offices transferred 12 cubic feet of inactive records to the Center. Total receipts for the month of January were 512 cubic feet as compared to 447 cubic feet for the same period in 1956, an increase of 15 per cent.

2. General News

- a. Tentative approval has been obtained in the DD/S and the DD/I Areas for the use of a revised intra-office chain envelope. This improved chain envelope results partly from the submission of three employee suggestions.
- b. The Agency Emergency Planning Officer, [redacted] has advised me of a possible duplication in the deposit of certain Vital Materials throughout the DD/P Area. This has been discussed with the Chief of the O&M Staff (DD/P Area) and appropriate actions will be taken.
- c. The Records Disposition Schedule for the Office of Logistics and the inventory of administrative reports for Logistics will serve a useful purpose in the feasibility study in process to determine the adaptability of electronic office machine to Logistics work.

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